

Charter
Veterans' Advisory Board on Dose Reconstruction

1. Committee's Official Designation: The Committee shall be known as the Veterans' Advisory Board on Dose Reconstruction ("the Board").
2. Authority: The Secretary of Defense, under the provisions of Section 601(c) of Title VI of Public Law 108-183, the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended), and 41 C.F.R. § 102-3.50(a), established the Board.
3. Objectives and Scope of Activities: The Board shall provide review and oversight of the Radiation Dose Reconstruction Program to the Department of Defense (DoD) and the Department of Veterans Affairs (VA) as set out in paragraph four below.
4. Description of Duties: The Board shall:
 - a. Conduct periodic, random audits of dose reconstructions under the Radiation Dose Reconstruction Program and of decisions by the Department of VA on claims for service connection of radiogenic diseases;
 - b. Assist the Department of VA and the Defense Threat Reduction Agency (DTRA) in communicating to veterans information on the mission, procedures, and evidentiary requirements of the Radiation Dose Reconstruction Program;
 - c. Carry out such other activities with respect to the review and oversight of the Radiation Dose Reconstruction Program as the Secretary of Defense and Secretary of VA shall jointly specify; and
 - d. Make recommendations on modifications to the mission and procedures of the Dose Reconstruction Program as the Board considers appropriate, as a result of the audits conducted pursuant to paragraph (a) above.
5. Agency or Official to Whom the Committee Reports: The Board shall report to the Secretary of Defense and the Secretary of VA, through the Under Secretary of Defense for Acquisition, Technology and Logistics (USD(AT&L)) and the Director of the DTRA. As required by Section 601(a) of Title VI of Public Law 108-183, the Board shall submit a report that includes those items listed in paragraph four above; and shall ensure that the report includes sufficient information to allow the Secretary of Defense and the Secretary of VA to determine (1) whether any additional actions are required to ensure that the quality assurance and quality control mechanisms of the Radiation Dose Reconstruction Program are adequate and sufficient for purpose of the Program; and (2) the actions that are required to ensure that the mechanisms of the Radiation Dose Reconstruction Program for communication and interaction with veterans are adequate and sufficient for purpose of the Program, including mechanisms to permit Veterans to review the assumptions utilized in their dose reconstructions.

The USD(AT&L), pursuant to DoD policy and as the Board's sponsor, as well as the Department of VA, may act upon the Board's advice and recommendations.

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6. Support: The DoD, through the USD(AT&L) and DTRA, shall provide support, as deemed necessary, for the performance of the Board's functions and shall ensure compliance with the requirements of FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b, as amended) ("the Sunshine Act"), governing Federal statutes and regulations, and established DoD policies and procedures.
7. Estimated Annual Operating Costs and Staff Years: The estimated annual operating cost, to include travel, meetings, and contract support, is approximately \$438,000.00. The estimated annual personnel cost to the DoD is .9 full-time equivalents.
8. Designated Federal Officer: The Board's Designated Federal Officer (DFO), pursuant to DoD policy, shall be a full-time or permanent part-time DoD employee, and shall be appointed, in accordance with established DoD policies and procedures.

The Board's DFO is required to be in attendance at all meetings of the Board and its subcommittees for the entire duration of each and every meeting. However, in the absence of the Board's DFO, a properly approved Alternate DFO, duly appointed to the Board according to the DoD policies and procedures, shall attend the entire duration of meetings of the Board or its subcommittees.

The DFO, or the Alternate DFO, shall call all of the Board's and subcommittees meetings; prepare and approve all meeting agendas; adjourn any meeting when the DFO, or the Alternate DFO, determines adjournment to be in the public interest or required by governing regulations or DoD policies and procedures; and chair meetings when directed to do so by the official to whom the Board reports.

9. Estimated Number and Frequency of Meetings: The Board shall meet at the call of the Board's DFO, in consultation with the Board's Chairperson. The estimated number of meetings by the Board is two per year.
10. Duration: The need for this advisory function is on a continuing basis; however, this charter is subject to renewal every two years.
11. Termination: The Board shall terminate upon repeal of Section 601(c) of Title VI of Public Law 108-183.
12. Membership and Designation: The Board, pursuant to Section 601(c)(2) of Title VI of Public Law 108-183 and DoD policy, shall be comprised of not more than 20 members made up of the following:
 - a. At least one expert in historical dose reconstruction of the type conducted under the Radiation Dose Reconstruction Program;
 - b. At least one expert in radiation health matters;
 - c. At least one expert in risk communications matters;

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- d. A representative of DTRA and a representative of the Department of VA; and
- e. At least three veterans, including at least one veteran who is a member of an atomic veterans group.

The Secretary of Defense and the Secretary of VA will jointly approve the appointment of Board members for the duration of the Board, and according to DoD policy, with annual renewals of appointments. Board members, who are not full-time or permanent part-time Federal officers or employees, shall be appointed to serve as experts or consultants under the authority of 5 U.S.C. § 3109 and to serve as a special government employee (SGE) member. Each member of the Board is appointed to provide advice on behalf of the Government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest. With the exception of travel and per diem for official travel related to the Board, members of the Board shall serve without compensation.

Board members, with the approval of the Secretary of Defense and the Secretary of VA, may serve a term of service on the Board of one-to-four years; however, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service on the Board, to include its subcommittees.

13. Subcommittees: The Department, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task forces, or working groups to support the Board. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Board's sponsor.

Such subcommittees shall not work independently of the Board and shall report all of their recommendations and advice solely to the Board for full deliberation and discussion. Subcommittees, task forces, or working groups have no authority to make decisions and recommendations, verbally or in writing, on behalf of the Board. No subcommittee or any of its members can update or report, verbally or in writing, on behalf of the Board, directly to DoD or any Federal officer or employee.

All subcommittee members shall be jointly appointed, in the same manner as the Board members, by the Secretary of Defense and the Secretary of Veterans Affairs according to governing DoD policies and procedures, even if the member in question is already a Board member.

Subcommittee members, if not full-time or part-time Government employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109, and shall serve as SGE members, whose appointments must be renewed jointly by the Secretary of Defense and the Secretary of VA on an annual basis. Subcommittee members, with the approval of the Secretary of Defense and the Secretary of VA, may serve a term of service on the subcommittee of one-to-four years; however, no member shall serve more than two consecutive terms of service on the subcommittee, unless authorized by the Secretary of

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Defense and the Secretary of VA. With the exception of travel and per diem for official travel related to the Board or its subcommittees, subcommittee members shall serve without compensation.

Each subcommittee member is appointed to provide advice to the Government on the basis of his or her best judgment without representing any particular point of view and in a manner that is free from conflict of interest.

All subcommittees, task forces, and working groups shall operate under the provisions of FACA, the Sunshine Act, governing Federal statutes and regulations, and governing DoD policies and procedures.

Currently, DoD has approved the following permanent subcommittees to the Board to meet the requirements of Public Law 108-163:

- a. The Subcommittee on DTRA Dose Reconstruction Procedures shall be composed of no more than four members and is responsible for reviewing and recommending improvements to the dose reconstruction process. The estimated number of meetings is two per year.
 - b. The Subcommittee on VA Claims Adjudication Procedures shall be composed of no more than four members and deals directly with the Department of VA to improve the process for handling atomic veterans claims. The estimated number of meetings is two per year.
 - c. The Subcommittee on Quality Management and VA Process Integration with DTRA Nuclear Test Personnel Review Program shall be composed of no more than four members and deals with quality issues with DTRA's nuclear test personnel review and the Department of VA in its claims adjudication process for atomic veterans. The estimate number of meetings is two per year.
 - d. The Subcommittee on Communication and Outreach shall be composed of no more than four members and deals with veteran outreach and communication programs. The estimated number of meetings is two per year.
14. Recordkeeping: The records of the Board and its subcommittees shall be handled according to Section 2, General Records Schedule 26, and governing DoD policies and procedures. These records shall be available for public inspection and copying, subject to the Freedom of Information Act of 1966 (5 U.S.C. § 552, as amended).
15. Filing Date: February 14, 2013